

## STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

**School Food Authority Name:** Burgin Independent

**Date of Administrative Review (Entrance Conference Date):** May 6, 2019

**Date review results were provided to the School Food Authority:** May 7, 2019

**SFA/Sponsor CNIPS Number:** 10091

**Review Month:** April

**Onsite Review Date:** May 7, 2019

**Schools Reviewed:** Burgin Independent

**Reviewers:** Diana Drury

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### General Program Participation

1. What Child Nutrition Programs does the School Food Authority participate in? (Select all that apply)

<input checked="" type="checkbox"/>	School Breakfast Program
<input checked="" type="checkbox"/>	National School Lunch Program
<input type="checkbox"/>	Fresh Fruit and Vegetable Program
<input checked="" type="checkbox"/>	Afterschool Snack
<input type="checkbox"/>	Special Milk Program
<input type="checkbox"/>	Seamless Summer Option

2. Does the School Food Authority operate under any Special Provisions? (Select all that apply)


<input type="checkbox"/>	Community Eligibility Provision
<input type="checkbox"/>	Special Provision 1
<input type="checkbox"/>	Special Provision 2
<input type="checkbox"/>	Special Provision 3
<input checked="" type="checkbox"/>	N/A

3. Were any findings identified during the review of this School Food Authority?

A. Program Access and Reimbursement		
YES	NO	
<input checked="" type="radio"/>	<input type="radio"/>	Certification and Benefit Issuance


<input type="radio"/>	<input checked="" type="radio"/>	Verification
<input checked="" type="radio"/>	<input type="radio"/>	Meal Counting and Claiming

Finding(s) and Commendation(s)

 The SFA did not process household applications in compliance with 7 CFR 245.6(a). There were 22 applications missing SSN, missing applications, no adult signatures, and incorrect income calculations.


The SFA's meal counting and claiming procedures did not meet requirements as stated in USDA FNS- 270. Preschool lunch was counted by attendance not through a medium of exchange.


Commendation - SFA is working hard to get all applications completed/corrected.

Commendation - SFA has a good working relationship with staff and students. 

<b>B. Meal Pattern and Nutritional Quality</b>		
<b>YES</b>	<b>NO</b>	
<input type="radio"/>	<input checked="" type="radio"/>	Meal Components and Quantities
<input checked="" type="radio"/>	<input type="radio"/>	Offer versus Serve
<input type="radio"/>	<input checked="" type="radio"/>	Dietary Specification and Nutrient Analysis

Finding(s) and Commendation(s)

 The SFA did not ensure signage was present in the alternate breakfast serving location that identified a reimbursable meal which must include at least a ½ cup of fruit and/or vegetable in accordance with 7 CFR 210.10.

Commendation - Staff was quick to respond to and/or implement any suggestion provided. Great bunch of individuals to work with. 

<b>C. School Nutrition Environment</b>		
<b>YES</b>	<b>NO</b>	
<input checked="" type="radio"/>	<input type="radio"/>	Food Safety
<input type="radio"/>	<input checked="" type="radio"/>	Local School Wellness Policy
<input type="radio"/>	<input checked="" type="radio"/>	Competitive Foods
<input checked="" type="radio"/>	<input type="radio"/>	Other

Finding(s) and Commendation(s)

« The SFA did not ensure that facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss 7 CFR 210.13(d). Items removed from packaging were not dated properly.

The SFA did not conduct after school snack self-monitoring activities twice per year in accordance with 7 CFR 210.9(c)(7).

The SFA did not meet the minimum requirements to meet the training standards in accordance with 7 CFR 210.3. The submitted training tracker does not include the required Learning Objectives or Training Topics.

Commendation - kitchen area was nicely kept and the staff take pride in their work. »

D. Civil Rights		
YES	NO	
<input checked="" type="radio"/>	<input type="radio"/>	Civil Rights

#### Finding(s) and Commendation(s)

« The SFA did not comply with civil rights requirements as applicable to the Child Nutrition Programs, i.e., NSLP (including the Fresh Fruit and Vegetable Program, Seamless Summer Option, and afterschool snacks), SBP, and SMP, in accordance with FNS 113-1. »